



City of Arlington

Request for Proposals for a Comprehensive Compensation Study

Submittal Date: April 26, 2016 at 4:00 p.m.

1. Summary

The City of Arlington (City) is soliciting proposals from interested, highly-qualified, and experienced consulting firms to design, conduct, and assist in the implementation of a comprehensive compensation study for the City's employees.

The purpose of the study is to determine the total value of salary and benefits for City positions and compare to the total value of salary and benefits of cities that are of comparable population and assessed valuation that are within the same labor market.

2. Background Information

The City is a general purpose local government and provides police, fire, EMS, street improvements, parks, and utilities. The City is governed by an elected council and mayor. The City currently has 125 full time employees (28 non-represented, 47 represented by AFSCME Local #2849, 27 represented by IAFF Local #3728, and 24 represented by APOA). More information about the City and the services it provides is available on our website at www.arlingtonwa.gov

3. Proposals

The City of Arlington is requesting sealed proposals for a Comprehensive Compensation Study for our non-represented employees, including directors, and AFSCME represented positions. Proposals must be received no later than 4:00 pm on April 26, 2016. Proposals received after said time will not be considered.

4. Schedule

Issue RFP	April 5, 2016
Deadline for Questions	April 12, 2016
Deadline for Submittal of Proposals	4:00 p.m. April 26, 2016
Interview with Selected Firms (if necessary)	May 2-5, 2016
Preliminary Selection of Firm	May 5, 2016
Recommendation to City Council	May 9, 2016

Contract Award	May 16, 2016
Commence Work	May 17, 2016
Complete Work	No later than July 31, 2016

These dates are estimates and subject to change by the City.

5. Required Scope of Services

The City anticipates that the study will involve two phases of work comprised of the following key tasks:

a) Salary Comparison Phase:

Review all current non-represented and AFSCME City position job descriptions and review like positions at comparable cities. This may require interviews with management and staff to ensure full understanding of the scope of duties and to enable the consultant to find a suitable comparison. Consultant shall create a written report that compares current City salaries to other comparable cities.

b) Benefits Comparison Phase:

Review current City policies and labor contracts to identify all additional pay, leave, and benefits are available to City non-represented and AFSCME employees (vacation, sick leave, cash outs at separation/retirement, etc.). Review the same in comparable cities. This may require interviews with the City's Finance Director, Human Resource Director, and/or payroll. Consultant shall create a written report that compares benefits for City employees to benefits available to employees of comparable cities.

c) Periodic Status Reports:

Consultant shall provide periodic status reports as requested.

d) Additional Tasks:

The Consultant or City may propose additional tasks or further exploration as deemed necessary to obtain a complete and thorough product. Any additional work shall be compensated as agreed upon in the contract.

6. Optional Scope of Services

Depending on the total cost of the proposal, the city may opt to include any of the following tasks:

- a) Review of health insurance benefits provided to City non-represented and AFSCME employees (medical, dental, vision, long term disability). Review the same in comparable cities. Consultant shall create a written report that compares health

insurance benefits for City employees to health insurance benefits available to employees of comparable cities.

- b) Review of health insurance cost sharing arrangements between city and non-represented and AFSCME employees (medical, dental, vision, long term disability). Review the same in comparable cities. Consultant shall create a written report that compares health insurance cost sharing arrangements of the city to health insurance cost sharing arrangements of comparable cities.
- c) Review of health insurance opt out programs provided to City non-represented and AFSCME employees (medical, dental, vision). Review the same in comparable cities. Consultant shall create a written report that compares health insurance opt out program for City employees to health insurance opt out programs available to employees of comparable cities.

7. Proposal Submission Requirements

The Consultant shall be responsible for preparing an effective, clear, and concise proposal in the following format:

- a) Cover letter introducing the company, how many years in business, who the primary contact will be, his/her understanding of the service to be performed, commitment to the project, and a general timeline.
- b) Qualifications which demonstrates the knowledge, experience and capability that will enable him/her to provide the services required including number of compensation studies completed and the range of services offered. A reference list should be attached with past client names, contact persons and telephone numbers.
- c) A discussion of any methodologies used or approaches taken to a comprehensive salary and benefits study.
- d) A proposed fee schedule including any incidental or hourly fees and an estimated “not-to-exceed” amount for completing the required elements and each optional element, with a “not-to-exceed” amount for completing the entire project (required and optional elements combined).
- e) The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a sixty (60) day period.

Note: The City may require Commercial General Liability insurance of not less than \$1 million and Workers Compensation insurance as required by the State of Washington. The City reserves the right to seek verification of the same prior to any contractual agreement.

Deliver proposals (in Adobe pdf or compatible format) to City Hall – Human Resources to the email addresses listed below (preferred) or mail/deliver sealed proposals to the address below. If mailing sealed proposals, please provide five (5) copies.

Email proposals shall not be deemed received until a confirmation email sent by the City is received in reply to the submitted Proposal, confirming that the email proposal was received and the format was readable by the City.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content.

8. Selection Process

Each of the proposals received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the agency from further consideration.

The City shall not be liable for any cost incurred by any offer or in the preparation of its proposal in response to this RFP nor for obtaining any insurance certification.

The City reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered.

Evaluation of the proposals will be made by representatives of the City. In addition to evaluating written proposals, telephone or in-person interviews may be requested.

Proposals will be evaluated, generally, on understanding of the project, prior experience in performing similar work with similar sized cities, qualifications of the company and its staff, methodology and scope of the proposed study, fees charged including not-to-exceed amount and the cost effectiveness of the proposed services, and references.

9. Supplemental Information

Questions concerning this request for proposal may be submitted to:

Kristin Banfield, Director of Human Resources & Communications
City of Arlington
238 N. Olympic Avenue
Arlington, WA 98223
kbanfield@arlingtonwa.gov
360-403-3441

Deana Dean, Human Resources/Payroll Analyst
City of Arlington
238 N. Olympic Avenue
Arlington, WA 98223
ddean@arlingtonwa.gov
360-403-3441

10. Terms and Conditions

- a) The City reserves the right to reject any and all proposals and waive minor irregularities in any proposal.
- b) The City reserves the right to request clarification of information submitted and to request additional information from any firm.
- c) The City reserves the right to award any contract to the next most qualified firm, if the successful firm does not execute a contract within 30 days after selection.
- d) The contract resulting from the acceptance of a proposal by the City shall be in a form supplied or approved of by the City and shall reflect the specifications in this RFP.
- e) The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its proposal.
- f) Persons with disabilities may request this information be prepared and supplied in an alternative form by phoning 711.